

**TRINITY CENTER
COMMUNITY SERVICES DISTRICT
Regular Meeting Agenda November 12, 2024
IOOF HALL – 6:00p.m.
MINUTES**

1.0 Call to Order

Meeting called to order by Chairman Frost at 6:00pm. Other board members in attendance were Martie Mullen, Steve Finley, Kristin Halliday and Board Secretary, Cari deJong. Board member Drew Rusnak was absent. TCVFD Assistant Fire Chief Fall and Fire Chief Stewart were present.

2.0 Announcements or Changes to the Agenda

No announcements or changes were made.

3.0 Public Comments-an open opportunity for comments or questions from any member of the public attending the meeting. **No action may be taken on new items at this meeting.**

None.

4.0 Approval of Minutes

4.1 Approval of Minutes from October 8, 2024

Motion to approve minutes from the October 8, 2024, meeting as presented by Kristin Halliday, seconded by Steve Finley. Martie Mullen abstained. Motion passed.

5.0 Unfinished Business

5.1 Update on Board Policy for permanent record storage (Frost)

Chairman Frost announced there was no new information. Assistant Chief Fall announced that she has started to go through the old financial records that are stored at the fire hall to determine what records could potentially be destroyed.

5.2 Discuss recruitment of new General Manager (Frost)

Chairman Frost announced there was no new information.

5.3 Update on moving funds from Trinity County to banking institutions (deJong)

Secretary deJong announced that the Tri Counties Bank savings account has been set up. There is a \$1,000 check to be signed tonight out of our Coast Central Credit Union checking account to use as the opening deposit. The county has informed Secretary deJong that we need to go through the entire review and approval process by the county treasurer before she authorizes the remainder of our funds to be released. Once we receive the approval from the county, we will be able to receive the remainder of our funds (approximately \$103,000).

6.0 New Business

- 6.1** Letter of support for including trails in USFS North Lake Communities Risk Reduction project (Stewart/Fall)
Assistant Fire Chief Fall discussed the draft letter of support that was included in the board packet. A motion to approve sending a letter of support for recreational trails by Martie Mullen, seconded by Kristin Halliday. The motion passed unanimously.
- 6.2** Discuss/Take Action on submittal of building permit application (Stewart/Fall)
Assistant Fire Chief Fall gave an update on the building permit application process. Once we install the doors, we are ready to turn in the building permit application.
- 6.3** Discuss/Approve hiring of an HVAC consultant for building remodel (Stewart/Fall)
Assistant Fire Chief Fall discussed the need for an HVAC consultant for the HVAC redesign. We will have to meet the new guidelines that will go into effect in January 2025. Fire Chief Stewart has been reaching out to mechanical engineers to design the HVAC system. It appears the cost will be approximately \$2,500. Motion to hire Frontier Engineering for an amount not to exceed \$3,500 to design the HVAC design by Martie Mullen, seconded by Steve Finley. Motion passed unanimously.
- 6.4** Discuss/Approve requesting bids for replacing roof of old station (Stewart/Fall)
Assistant Fire Chief Fall discussed the handout that was included in the board packet regarding roofing bids for the old station. The TCVFD Auxiliary has approved contributing \$25,000 to replace the roof. Assistant Fire Chief Fall is hoping the board would be willing to contribute a like amount so we can get the roof replaced at the old station although that was not decided at this time. A motion to approve requesting roofing bids by Martie Mullen, seconded by Kristin Halliday. The motion passed unanimously.
- 6.5** Discuss/Approve amending the budget to move \$4,000 from Structure and Improvement (4206) to Engineering (2305) (Fall)
Assistant Fire Chief Fall discussed the need for to make the change to the engineering budget amount since we need to hire a HVAC engineer. A motion was made to move \$4,000 on the budget from account 4206 Structure and Improvement to account 2305 Engineering by Kristin Halliday, seconded by Steve Finley. Motion passed unanimously.
- 6.6** Discuss/distribute draft Fire Response Plan for CSD review (Fall)
Assistant Fire Chief Fall discussed the draft Fire Response Plan and how the plan will be used in the future. She requested the board members review it prior to the December board meeting so that changes can be addressed, and it can be approved at that meeting. The draft of the North Trinity Lake Fuel Management Plan was also discussed, Assistant Fire Chief Fall will email it to the board members for their review so it can be discussed/adopted at the December meeting as well.
- 6.7** Discuss creating Ad Hoc Committee for Cash Management (Frost)
Chairman Frost discussed our cash management needs and the need for an Ad Hoc Committee to advise the board. Chairman Frost appointed Steve Finley, Martie Mullen, Assistant Fire Chief Fall and Secretary deJong to be on the Cash Management Ad Hoc Committee.

7.0 Communications, Directors & Ad Hoc Committee Reports

- 7.1** Communications (deJong)
Assistant Fire Chief Fall discussed that the state has decided to replace Code Red with RAVE which will have has a lot more details than Code Red. Secretary deJong announced that we have the Coffee Creek VFD newsletter.

8.0 General Manager Report

8.1 TCCSD Monthly Report (Frost)

We received another statement from Mercer Fraser. Chairman Frost will send another letter and call them regarding the unconditional releases needed before the retention can be released. Assistant Fire Chief Fall discussed that the streetlights are part of the responsibilities of the TCCSD. She put a mention in the North Forty article in the Trinity Journal that advises residents that if they see a streetlight that is not working, they can call and leave a message at the fire department. If the reported streetlight is not independently owned, she will work with Trinity PUD to diagnose and correct the issue.

9.0 Fire Department Reports

9.1 Fire Department Monthly Report (Stewart/Fall)

Assistant Fire Chief Fall and Fire Chief Stewart went over the October statistics and specific calls that took place. She also gave an update on the emergency siren installation. Chief Stewart also discussed Senator McQuire's visit to Weaverville and the money that he pledged to the local fire departments. He also discussed the TCVFD is taking over Toys for Tots this year and he plans to have a day that the parents can come to the station and wrap the presents they are receiving.

10.0 Financial Report and Bill Payment (deJong)

10.1 CSD Financial Report

10.2 Bills for Payment

Motion to pay bills by Kristin Halliday and seconded by Martie Mullen. The motion passed unanimously.

10.3 VFD Financial Report

11.0 Items for Next Agenda Review/approve Fire Response Plan and North Trinity Lake Fuel Management Plan, roofing bids to be opened, building permit status

12.0 Adjournment 7:12 pm

Date of Next Meeting: **December 10, 2024**